



Job Title: Wage & Hour Compliance Specialist

Grade: 9

Salary: \$53,620 - \$69,037

Requirements: Bachelor's degree from accredited University or 2-3 years of relevant work experience

Qualifications: Experience conducting investigations and audits for compliance with State laws and regulations

**Job Description:**

**Collective Bargaining Unit (Union):** This position is in the collective bargaining unit.

This position is located in the Labor Standards Bureau, Office of Wage-Hour. The Office of Wage-Hour has the responsibility of answering public inquiries about minimum wage and wage payment laws, responding to employee complaints by phone, mail and in person; computing and collecting back wages under the Minimum Wage Act Revision Act and D.C. Wage Payment and Wage Collection Law; performing compliance audits and investigations of private sector employers in the District of Columbia; and mediating employer/employee disputes relative to wages, and hours worked, overtime, compensation, commissions and vacations. This Compliance Specialist is required to perform duties related to the following:

Investigative

- Investigates alleged pay violations. Analyzes and evaluates factual information in conjunction with varying data and prepares report of findings to supervisor or senior specialist.
- Conducts in-house audits on cases with limited complexity. Participates in field audits. Interviews persons to gather specific facts; and develops portion of written or oral reports.
- Audits time and payroll records of employers in the District of Columbia to determine compliance with the District's wage laws and negotiates final settlement of case of limited complexity.

Compliance

- Computes back wages for any employee paid in violation of the provisions of the wage laws. Explains laws and instructs employer in method of payment of back wages. Completes report on findings and submits to supervisor
- Advises the supervisor of interest in, or probable responsiveness to trainings/presentations regarding Wage-Hour laws. May conduct or participate in such presentations.
- Participates in administrative hearings, hearings referred to the D.C. Office of the Attorney General, and in cases referred to D.C. Superior Court.